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From: West, Katherine (POL)
Sent: Monday, July 09, 2012 4:35 PM
To: Salem, Sharon (DPH)
Cc: Hanchett, James (DPH); Riddell, Sandra (POL)
Subject: RE: Gas Order

Hi Sharon,

Okey-doke, we got the billing stuff all set with AirGas, so your account will now bill over here instead of to the DPH. How urgently do you need this gas? Technically we don't actually have a budget loaded yet, so we can't make purchase orders. However, if you folks really need this now to process cases, I am sure that we can work something out with AirGas. Let me know!

Thanks,

-- katherine

From: Salem, Sharon (DPH)
Sent: Monday, July 09, 2012 9:22 AM
To: West, Katherine (POL)
Subject: RE: Gas Order

Good Morning Katherine,

Yes, AirGas is correct on our inventory of gas tanks. As far as deliveries go, we do not need a preferred delivery day. I usually just called in the order with our PO number and they would deliver it within a day or two on their next available truck. That usually worked just fine.

Thank you,

Sharon

Sharon Salem
Department of State Police
Amherst Drug Laboratory
637 N. Pleasant Street
Amherst, MA 01003
413-545-2601
413-545-2608 (fax)

From: West, Katherine (POL)
Sent: Monday, July 09, 2012 7:52 AM
To: Salem, Sharon (DPH)
Cc: Small, Michael (POL); Hanchett, James (DPH)
Subject: FW: Gas Order

Hi Sharon!

We are in the process of converting your AirGas account over from DPH to State Police, so that we can get your gasses ordered and out to you. I believe you are currently set up with AirGas for delivery preferred on Tuesdays

and Fridays (although we can get gasses delivered next-day at any point). Do these days still work for you for scheduled non-emergency deliveries?

Also, AirGas would like us to confirm that you still have the following tanks on the premises:

- 4 tanks of breathing air
- 6 tanks of helium
- 1 tank of hydrogen

Can you just confirm for me that you have the above so I can let AirGas know? As soon as I do, we can process the new order with them.

Thanks!

-- katherine

Katherine West
Massachusetts State Police
Forensic & Technology Center
124 Acton Street
Maynard, MA 01754
t (978)451-3310
f (978)451-3320

From: Riddell, Sandra (POL)
Sent: Friday, July 06, 2012 8:11 AM
To: West, Katherine (POL)
Cc: Small, Michael (POL)
Subject: FW: Gas Order

Please send confirmation message to both people.

Thanks

From: Hanchett, James (DPH)
Sent: Friday, July 06, 2012 7:57 AM
To: Riddell, Sandra (POL)
Subject: Gas Order

Hi Sandra,

Here is our gas order. I will be on vacation next week until 7/16 so if there is a problem contact Sharon Salem at 413-545-2601 or email at sharon.salem@state.ma.us

Do you need old account number?

Gas Order 7/6/12		
Catalog #	Description	Quantity
HE UHP300	Helium(Size 300, 329 cf UHP 99.999%)	4
AI B300	Breathing Air (Size 300, 277cf)	1

Thank you,

Jim Hanchett
Department of State Police
Amherst Drug Lab
Room N251 Morrill I
637 North Pleasant Street
Amherst, MA 01003
Phone 413-545-2607
Fax 413-545-2608
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